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**Coaching Positions 2020**

**2020 Application Form**

Coaching applications for Season 2020 must be made using this application form and must be received by the Heathmont Jets Junior Football Club by **Monday 26th August 2019**.

Please forward your completed application form to:

**Wayne Judge**

**Director of Football**

**Email: judge.wayne.h@edumail.vic.gov.au**

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| **Part One: Personal Details** | |
| **Name:** | |
| **Address:** | |
| **Phone (Home):** | **Phone (Work):** |
| **Mobile:** | **Email:** |

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| **Part Two: Application Details** | |
| Which age group/s and (if applicable) team/s are you applying to coach for in season 2020? |  |
| Do you have an AFL Coaching Accreditation?  If YES, which level of accreditation do you hold and in what year did you obtain this?  If NO, are you prepared to complete your Level 1 AFL Coaching Accreditation?  Do you hold a current Working with Children’s Card (WWC)?  If YES, what is your WWC Number and Expiry Date? | YES ☐ NO ☐    L1 ☐ L2 ☐ L3 ☐  YES ☐ NO ☐  YES ☐ NO ☐  No.: \_\_\_\_\_\_\_\_\_\_\_\_  Expiry Date: \_\_\_\_\_\_ |

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| **Part Three: Football (or other) Coaching Experience** | | |
| **Year(s)** | **Age Level(s)** | **Club** |
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| **Part Four: Previous Football Experience** |
| Please provide brief details of any other football experience not detailed above (e.g. playing experience; other football positions of responsibility undertaken; etc): |
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| **Part Five: Coaching Philosophy** |
| Briefly outline your coaching philosophy as relevant to the age group & team you are applying for. Indicate areas of major focus in your coaching and your coaching priorities for this age group/team. |

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| **Part Six: Other Skills, Qualifications & Experience** |
| Outline briefly and other skills, qualifications or experience advantageous to this application? |

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| **Part Seven: Areas for Assistance & Development** |
| If you were to be appointed a Heathmont Jets JFC coach in 2020, outline briefly the areas of your coaching you would like to receive assistance in through the Club’s Coach Education Program (CEP) |

I hereby nominate for a coaching position with the Heathmont Jets Junior Football Club and agree to abide by the terms of the club’s Coaching Code of Conduct and all other club policies/procedures (details of which can be found on the website or hard copies can be obtained through the Director of Football upon request).

**Applicant Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Nomination form complete: YES ☐

* Applicant contacted: YES ☐
* Interview date/time set: YES ☐ Date/Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**General Information for Applicants**

It is important that you carefully read and understand the information contained here as some of the content may have a bearing on your decision to either accept or reject an offer of appointment to coach, should it be extended to you.

This document does not claim to be exhaustive and gives basic information only. If you have any questions or concerns, please raise them with the Director of Football. The Executive and General Committees reserve the right to vary, introduce or void the rules and guidelines as they consider necessary and without prior notice being given.

**Merit:**

All applications are judged on their own merit. Our objective is to appoint quality coaches that are suitably matched to a team. Consideration will be given to the applicant’s knowledge, experience and personality in relation to the age group they are applying for. For example, a person who has coached successfully at senior level will have the appropriate football knowledge and experience but may not have the personality and patience required to coach under 9’s or 10’s.

An applicant does not have to have a child of their own either playing at the club or in the team they are applying to coach for.

All appointed Coaches MUST have or will obtain a current Working with Children’s Card (WWC).

**Tenure:**

Coaches are appointed for one (1) season tenure. Commencing from date of appointment and terminating on the completion of the Heathmont Jets Junior Football Club Presentation Day.

Coaches can be reappointed to coach the same group of players in subsequent years but no coach will be able to coach the same age group of players for more than three (3) consecutive years. This is to ensure that ensure players are exposed to a wide variety of instruction over the course of their junior career at the Heathmont Jets JFC.

Coaching tenure will be reset where an applicant does not coach for a season or is appointed to coach a different group of players.

**Dismissal:**

The Heathmont Jets Junior Football Club reserves the right to dismiss a coach without prior notice if the Executive Committee feels justified in doing so.

**Accreditation:**

To be eligible to coach at the Heathmont Jets JFC, a minimum “Level 1 Coach Accreditation” is mandatory. For your application to be considered you must hold a current accreditation or agree to attend a certified AFL Coach Accreditation course within a time frame determined by us.

The course will be arranged and paid for by the Heathmont Jets JFC and every effort will be made to book the date & venue in accordance with your best availability.

**Coaching Attributes:**

Coaches must be able to demonstrate that they have the right attributes to coach relevant to the applicable age group. These include but are not limited to the following:

1. **Be suitably qualified:**

* Coaches must have a Foundation Level Coaching Accreditation/Qualification or be prepared to obtain this by April 1st in the year that they are coaching (Note: the Club will pay the costs associated with coaches undertaking a Foundation Coaching Course).
* Coaches must have a valid working with children check prior to commencing pre-season training and for the duration of the season.
* Coaches must attend ALL of the scheduled Coaches’ Forum Evenings conducted by the Director of Football – the dates of these will be provided in advance of the season

1. **Act responsibly and appropriately by:**

* Adhering at all times to the Heathmont Jets Junior Football Club’s and the EFL’s Coaching Codes of Conduct.
* Adhering at all time’s to the club’s football and coaching policies.
* Not entering into any commercial arrangements or make purchases without the consent of the President, Vice President or Treasurer.

1. **Display a sense of professionalism and commitment to their team and club by:**

* Being suitably and appropriately prepared and organised for all training sessions, match days and other club events (e.g. family nights; Presentation Night; etc)
* Arriving promptly for training sessions and games.
* Communicating appropriately and effectively with players, parents, opponents, umpires and club officials.

1. **Display fairness, integrity and respect by:**

* Displaying sincerity and honesty when dealing with players, parents, opponents, umpires and club officials
* Adhering at all times to the club’s football and coaching policies
* Maintaining accurate records of the number of games played by each player and the amount of game time each player receives throughout the season.

1. **Demonstrate leadership and emotional control by:**

* Basing actions on reason and not emotions
* Controlling their emotions and positively influencing others in their team (e.g. Assistant Coach, Runner, parents, etc) to do the same
* Setting goals and sharing a vision with their team
* Displaying confidence and instilling belief in players.
* Being aware of and responsive to the individual sensitivities of players within their team.
* Seeking out, listening and responding positively to feedback from others
* Building an appropriate support network and in doing so enlist a Team Manager, Assistant Coach and Runner who are responsible and who are prepared to act in accordance with the Club’s culture, values and policies.

**Operational Duties**

**Outline of Duties & Responsibilities**

* Adhere to & promote the Club’s Coach, Player and Parent Codes of Conduct
* Accept & abide by all committee decisions
* Have a competent understanding of game, competition, league & club rules
* Attend all matches and training sessions
* Plan, organize & implement training sessions with age appropriate drills & development training
* Encourage & support all players to reach their full potential & maximize their enjoyment
* Identify individual player skill levels and match the learning experience for that player
* Encourage parents to become helpers at training sessions & on game day
* Provide clear instruction and feedback to the team and individual players
* Attend club meetings on request, represent the club at official club functions & activities
* Continually seek to upgrade skills, knowledge of the game & training techniques
* Have an understanding of injury prevention, care & risk management
* Develop team morale and a rapport with all players
* Make every effort to ensure that each player’s participation is a positive experience

**Coaches Forum Meetings:**

Attendance at Coaches Forum Meetings held throughout the year is compulsory. All meetings are called at the discretion of the Director of Football and are held on average every 3-4 weeks during the pre-season and in-season periods.

**Family and Award Nights:**

Throughout the season, the club hosts Family and Award nights where the whole club comes together as one to celebrate team and individual player achievements and participation. Coaches are is required to attend all Family and Award nights and encourage the players to do the same.

**Fundraising Functions & Activities:**

Coaches are also asked to support the club in all its fundraising efforts by way of their own participation and their encouragement of others in the team to do the same.

**Communication:**

All communication from the club to the coaches must be replied to or acted upon without delay. The Club President and Club Secretary are the only persons permitted to contact, or correspond, with the EFL on any matter relating to the Heathmont Jets JFC unless such authority is delegated to another person by the President.

**In Summary:**

If you accept an offer to coach at the Heathmont Jets Junior Football Club you will be expected to abide by all club policies, codes of conduct and instructions from the Director of Football, Football Operations Manager and the Club Committee and Executive.

If you have any other questions or queries, please direct them to the Director of Football.